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## Facility List Screen




Updated on December 2024

### [Home](#) > [Facility Management](#)

#### Business Purpose:

The **Facility Management** page displays a listing of all Facilities. The displayed columns are **Facility ID**, **Name**, **Description**, **Contact Name**, **HIC?** and **Active?**. There is also an **Edit** option for all users who are authorized to edit the Facility details and its Rooms/Beds.

#### How to:

1. From the Home screen, click the  **Facility Management** icon or the **Facility** Nav Button at the top RHS of the Home screen, to get to the **Facility Management** screen.
2. Click on any Facility **Name** to go to the **Facility Management – Facility Details** screen for that Facility.
3. Click on **Edit** to the left of the Facility **Name** if you are authorized and want to edit the General Facility attributes or Rooms/Beds within this Facility. This edit function is limited to roles with Facility administration rights.
4. Click on any column heading to sort the data accordingly, first in ascending order then descending order.
5. At the top or bottom of the listing, click on any of the page numbers, or Next/Last to go any of the desired pages.
6. Select the number of records to show per page using the provide dropdown at the top RHS of the listing. The default is 20 records per page.
7. Click on the  **Close** action button to go back to the **Home** screen.
8. Click on the  **New Facility** action button to add a new Facility to SMIS. This add function is limited to roles with system administration rights.

Facilities

Show 20 Rows (default) [Excel](#)

259 records found, displaying 1 to 20.

1 2 3 4 5 6 7 8

Action	Facility ID	Name	Description	Contact Name	HIC?	Active?
<a href="#">Edit</a>	11314	129 Peter St	1234hhh	Samant	No	Yes
<a href="#">Edit</a>	12491	21 Park Road	hxzsubavjosutuo	Sean	Yes	Yes
<a href="#">Edit</a>	12991	2671 Islington Avenue-Sr.Female	wgqjgwmaghtjetk	Timothy	Yes	Yes
<a href="#">Edit</a>	12971	2671 Islington Avenue-Sr.Male	wywbzyotmqwbwcs	Brandon	No	Yes
<a href="#">Edit</a>	14091	274 Sackville St. (Co-Ed)	bevuvbztovkyjr	Daniel	No	Yes
<a href="#">Edit</a>	14111	274 Sackville St. (Family)	ujobsqomxrrirc	Nicole	No	Yes

### Important Notes:

1. HIC means Health Information Custodian.